

U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-27

OPEN TO:	All Interested Candidates	OPENING DATE:	February 21, 2012
POSITION:	Travel Clerk , FSN-6; FP-8*	CLOSING DATE:	March 05, 2012
POSITION NO:	I-52590		
WORK HOURS:	Full-time; 48 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$35,753 p.a. (Starting salary) (Position Grade: FP-8 to be confirmed by Washington) *Ordinarily Resident: Rs.665,099 p.a. (Starting salary) (Position Grade: FSN-6)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Travel Clerk in the General Services Office.

BASIC FUNCTION OF POSITION:

Incumbent provides meet and assist services at Airport to all VIP's, Delegations and Senior Officers as required. Arranges Permanent and Temporary Airport passes. Arranges NOC for travel into Pakistan from MFA, make Hotel reservations. Arranges foreign visas and Pakistani visa extensions for Mission employees. Maintains filing system and respond to telephonic enquiries. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. EDUCATION: Completion of twelve years of education is required.

2. EXPERIENCE: Two years of clerical experience is required.

3. LANGUAGE: Level III (Good Working Knowledge) Speaking/Reading/Writing English and Level IV (fluent) Speaking/Reading/Writing Urdu is required. This may be tested.

4. KNOWLEDGE: Must have a good knowledge of general office operations.

5. ABILITIES & SKILLS: Incumbent must have good customer service skills. Must be able to deal tactfully and effectively with American and LES personnel at Post and counterparts at airport, other missions, host country organization, and host country officials. Will be required to drive a U. S. Government vehicle, must have a valid Pakistan driver's license for Motor Car/Jeep.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov . The Vacancy Announcement Number (e.g. 12-27) must be mentioned in the subject line of the email.

Please include all documentation regarding academic, professional and job related experience certificates/letters with your application. Incomplete applications or submissions received after the closing date will not be considered. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: March 05, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.